

SIMILAR ASSETS/ESTIMATED FMV WORKSHEET

Purpose: To document the estimated recorded cost and date for personal property items lacking proper substantiating documentation. Required for unsupported personal property recorded in the personal property system. This worksheet, when properly completed, serves as a substitute for original acquisition documentation and should be used when all attempts to locate actual documentation have been exhausted.

Guidance for filling out this form can be found in pages C-4 to C-6 of Appendix C to Enclosure (1).
Left Click this link to open SECNAVINST 7320.10A

A. Personal Property General Information:

UIC: Command:

Responsible Officer (Hand Receipt Holder):

Document Number: Nomenclature:

Location:

National Stock Number (NSN): (i.e. 1234-01-999-9999)

Serial Number: Manufacturer:

Bar Code Number: Method of Acquisition:
(Click on selection)

B. Similar Asset Comparison:

Location of similar asset:

Command owning similar asset:

Similar Asset Comparison:

Personal Property Asset

Similar Asset

Nomenclature:

NSN:

Serial Number:

Manufacturer:

Model:

Model Year:

Functional Description:

Recorded Cost:

Depreciation Activation Date:

C. Determined Recorded Cost:

1. If the assets are similar, obtain copies of the acquisition documentation for the similar asset and attach to this worksheet. Record the following information:

Acquisition Cost:

Other Costs (See paragraph 6a(20, encl (1)):

Total:

2. If a similar asset cannot be located, estimate the Fair Market Value (FMV) for the personal property as of the date acquired. Use one or more of the following sources in determining a FMV:

<u>Source</u>	<u>Company</u>	<u>Contract Nbr.</u>	<u>Acq. Cost</u>	<u>Date</u>
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FLIS/FEDLOG Price:

GSA Schedule Price:

Vendor Quote:

3. Record the following information below:

Estimated FMV:

Other Costs (See paragraph 6a(20, encl (1)):

Total:

D. Recovery Period:

E. Determined Depreciation Activation Date:

1. If the assets are similar, obtain copies of the acquisition documents for the similar asset. Record the information in number 2 section below.

2. If the substantiating acquisition documentation is not available, obtain the depreciation activation date in the following order:

<u>Source</u>	<u>Document Nbr.</u>	<u>Date</u>
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Transfer date on DD-1149 for transfers

Shipping Date:

Inspection Date:

Date Found:

Determined Depreciation Activation Date:

F. Documentation Requirements:

File this document as the original acquisition documentation in accordance with the DON Personal Property Policies and Procedures Manual. The following documentation should be included if available:

Check all that apply:

Similar Asset:

Procurement Documentation

Invoice

Receiving Report

Other Documentation:

Comparable Value Research:

Printout of FEDLOG Entry or

Copy of relevant GSA Schedule or

Copy of vendor Quote

Depreciation activation date: DD-1149

Shipping Invoice

Inspection Certificate

Copy of physical inventory (during which the personal property was found)

Other Documentation:

Certification:

I certify that the personal property information recorded above is accurate to the best of my knowledge.

Signature

Date: i.e.mm/dd/yyyy

Printed Name

Activity